

**PROJECT MANUAL**  
**FOR**  
**REPLACE (Eight) 8 ROOF TOP AIR HANDLING UNITS**  
**AT**  
**MULTI SERVICE CENTER**  
**200 DUKE STREET**  
**PRINCE FREDERICK, MD 20678**  
**CALVERT COUNTY**  
**FOR THE**  
**DEPARTMENT OF GENERAL SERVICES STATE OF MARYLAND**  
**DGS PROJECT NUMBER: BC-302-230-002**  
**PROJECT CLASSIFICATION: C**  
**DATE: May 4, 2023**

**Minority Business Enterprises are Encouraged to Respond to this Solicitation**

**STATE OF MARYLAND**

**DEPARTMENT OF GENERAL SERVICES**

Atif Chaudhry, Secretary  
301 West Preston Street, Room 1405  
Baltimore, Maryland 21201

**BOARD OF PUBLIC WORKS**

Wes Moore, Governor  
Brooke Elizabeth Lierman, Comptroller  
Dereck E. Davis, Treasurer

**SCOPE OF WORK**  
Replace eight (8) Rooftop Air handling Units at  
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Calvert County

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**DIVISION 0 - PROCUREMENT & CONTRACTING REQUIREMENTS**

- Notice To Bidders - Solicitation Fact Sheet (eMaryland Marketplace Advantage attachment)
- Instructions to Bidders for Construction Projects (July 1, 2022) (eMaryland Marketplace Advantage attachment)
- General Conditions for Construction Contracts (July 1, 2022) (eMaryland Marketplace Advantage attachment)
- Bid/Proposal Affidavit (eMaryland Marketplace Advantage attachment)
- Payment of Employee Health Care Expenses Certification (eMaryland Marketplace Advantage attachment)
- Contractors Questionnaire (eMaryland Marketplace Advantage attachment)
- Bid Bond, *if applicable* (eMaryland Marketplace Advantage attachment)
- Minority Business Enterprise Forms Attachment D (February 5, 2021), *if applicable* (eMaryland Marketplace Advantage attachment)
- Veteran-owned Small Business Enterprise (VSBE) Forms Attachment E (September 1, 2022), *if applicable* (eMaryland Marketplace Advantage attachment)
- List of Prevailing Wage Rates, *if applicable* (eMaryland Marketplace Advantage attachment)
- Corporate Diversity Addendum, *if applicable* (eMaryland Marketplace attachment)
- Addenda, *if any* (eMaryland Marketplace Advantage attachment)
- List of Drawings (eMaryland Marketplace Advantage attachment)
- Attachment A – Contract (eMaryland Marketplace attachment)
- Pre-Bid Conference/Site Visit – **Refer to: State Finance and Procurement Article §14-302(a)(7)(v) and COMAR 21.11.03.09.C.(2)(e).**

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**GENERAL**

The successful Contractor shall provide all labor, supervision, equipment, tools, materials, insurances, testing, and supplies incidental and necessary to: remove, relocate, and replace the (8) Rooftop Air Handling Units for Multi Service Center Building located at 200 Duke Street Prince Frederick, MD 20678, Calvert County.

**BASIS OF DESIGN**

The Contractor's Scope of Work for the Project includes the provision of all engineering design services, installation, testing, and commissioning for the Project. It is the Contractor's responsibility to review all pertinent Project requirements and criteria, as contained in the entirety of the scope of work. However, the Contractor shall not rely on the physical description contained in the scope documents to identify all Project components.

**EXISTING UNITS INFORMATION**

- RTU #1: 2<sup>nd</sup> Floor Right side, Basis of Design 30 Ton
- RTU #2: 1<sup>st</sup> Floor Right side, Basis of Design 25 Ton
- RTU #3: 3<sup>rd</sup> Floor Right side, Basis of Design 25 Ton
- RTU #4: 1<sup>st</sup> Floor left side, Basis of Design 30 Ton
- RTU #5: 2<sup>nd</sup> Floor Left side, Basis of Design 30 Ton
- RTU #6: 3<sup>rd</sup> Floor Left side, Basis of Design 30 Ton
- RTU #7: 3<sup>rd</sup> Floor Room 3101, Basis of Design 30 Ton
- RTU #8: 3<sup>rd</sup> Floor Room 3112, Basis of Design 30 Ton

**SCOPE OF WORK**

Project Information:

- DGS Project Number: BC-302-230-002
- Project Title: Replace eight (8) Rooftop Air handling Units.
- Address: 200 Duke Street Prince Frederick, MD 20678 Calvert County

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**This work includes the followings but not limited to:**

Replace existing packaged rooftop units with packaged HP's with matched capacity for cooling and configuration for dampers and airflow.

- Contractor to Remove existing packaged Rooftop units.
- Replace with new Heat Pump packaged rooftops with similar configurations.
- Provide units with the latest refrigerant.
- Provide new roof curbs and coordinate with a roofing company for sealing and warranting for leaks during the warranty period.
- Reconnect existing ductwork to new AHU's.
- Reconnect and coordinate all electrical requirements for a fully functioning system.
- Provide with packaged controls to meet the original configuration for dampers and sequence of operation with the exception of heating mode.
  - In heating mode, the AHU's will provide heat through the heat pump operation. If the heat pump cannot operate in heating mode cannot maintain setpoint temperatures, an auxiliary relay will send a command and the existing boiler heat will provide heating. And the reverse will occur when the HPs are able to provide heat to maintain heating setpoint.
  - The Contractor to coordinate and provide pricing for integration, reconnection to BMS of new AHU's controls and sequences with existing BMS.
  - Provide, install, and coordinate location of new thermostats for each AHU and its perspective zones.
- Provide rebalancing of new AHUs to original design conditions
- The Contractor to provide a fully functioning system.

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**GENERAL INFORMATION:**

1. Any and all equipment installed and any and all work performed shall be in accordance with the standards established by:
  - a. Occupational Safety & Health Administration (“OSHA”).
  - b. The most recent International Building Code (“IBC”), as applicable to the Scope of Work.
  - c. All current National Fire Protection Association (“NFPA”) Codes are applicable.
  - d. All work shall be done in accordance with the current National Electrical Code (NEC) and St Mary’s County codes.
2. It is the Contractor’s responsibility to establish the proper placement of the equipment to be installed. The Contractor shall ensure that the specified equipment can be installed in the available space to affect a safe, legal, Code compliant, and properly functioning system.
3. All drawings and images contained in this document are diagrammatic in nature, not necessarily to scale, and are intended to identify the work to be performed and not to convey information about specific measurements. It shall be the Contractor’s responsibility to field verify all existing conditions, dimensions, and counts prior to bidding and ordering materials.
4. All unloading, rigging, hoisting, lifting, and moving of equipment and materials necessary to perform the work is to be provided by the Contractor.
5. All storage expenses for inadvertent manifestations shall be the obligation of the Contractor.
6. Any and all materials, design, labor, equipment, tools, or other goods and services not mentioned in this document but necessary to affect a complete, safe, legal, Code compliant, turn-key, properly functioning system shall be furnished by the Contractor at no additional cost to the State or its agencies.
7. The Contractor shall provide up to eight (8) hours of hands-on demonstration and training on the operation and maintenance of the new equipment to be completed by a factory trained certified technician and the Using Agency representative(s) and Project Manager.
- . The Contractor shall provide the facility with Operational Manuals, documentation, and warranty information for all equipment installed in paper and digital format.

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8. At the conclusion of the project, the Contractor shall attend a walkthrough with the Using Agency representative(s) and Project Manager. If there are any outstanding issues with the work, a punch list will be prepared, and the punch list items shall be completed within thirty (30) days per the DGS General Conditions.
9. This includes a third-party electrical inspection by a DLLR qualified inspection firm.
10. The Contractor is responsible for all permits and fees associated with the project.

**ALTERNATES**

None.

**MATERIAL QUALITY**

All materials used for the performance and completion of this project are to be new and designed for the purposes for which they are installed. Materials are to be utilized in accordance with the manufacturer's recommendations and/or the applicable industry standards for such use. Materials are to be furnished, delivered, erected, connected, and finished in every detail and shall be selected and arranged to fit properly into the available spaces in the specified areas. Where no material qualities are specified and there are several appropriate material choices to select for a given use, the material(s) having the higher durability or suitability for the purpose shall be utilized. Any such material selection instances are to be approved by the Using Agency and Project Manager.

**ACCEPTABLE MANUFACTURERS**

- A. **Rupp Air**, or approved equivalent.
- B. Substitutions must be approved by architect and/or consultant and must meet all design requirements.

**SITE SECURITY**

All site security measures under the general direction of the Using Agency and Maintenance Supervisors shall be observed. The Contractor is expected to cooperate fully with the Using Agency and Maintenance Supervisors to permit the security of the facility to be maintained at all times.

**SITE CONDITIONS**

1. The work covered by this specification is in an occupied facility.
2. The Contractor shall at all times keep the premises clean and free from an accumulation of waste materials and rubbish. At the completion of the project, all rubbish, tools, and surplus materials shall be removed, and the work area shall be left completely clean.

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3. The Contractor shall leave no area unsafe or unsecure at the end of the working day.
4. It shall be the Contractor's responsibility to field verify all existing conditions, dimensions, and counts prior to bidding and ordering materials.
5. The Contractor is responsible for verifying all material quantities and counts.
6. It is strongly recommended that the Contractor attend the pre-bid/site visit and familiarize themselves with all requirements for the project. Failure to attend the pre-bid/site visit will not relieve the successful bidder from complying with the requirements of these specifications at no additional cost to the State or its agencies. Any site visits requiring access to the interior of a building (other than the pre-bid/site visit) shall be coordinated in advance with the Using Agency.
7. The Contractor shall repair and restore to its original condition any equipment, materials, or surfaces damaged as a result of their performance during this Contract.
8. The Contractor shall deliver all equipment to the project in original, unopened packaging and store same in a fully enclosed, conditioned space where it will be protected against damage from moisture, humidity, temperature extremes, direct sunlight, surface contamination, and other damage. The Contractor shall be entirely responsible for any loss or damage to their equipment materials, or supplies, and the personal property of their employees and subcontractors while they are on State premises.
9. The Contractor shall be solely responsible for any damage to the building or its contents and for any loss or damage to any property belonging to the Owner or the Owner's employees when such damage may be attributable to their actions or the actions of their employees or subcontractors.

**ENVIRONMENTALLY HAZARDOUS MATERIALS**

The Contractor shall provide to the Using Agency representative and Project Manager all Material Safety Data Sheets ("MSDS") covering any hazardous materials or hazardous chemicals to be furnished, used, applied, or stored by the Contractor, or any of its subcontractors, at the project in connection with and during the performance of the work.

If at any time during the performance of the work required by this Contract the Contractor finds or has reason to suspect the presence, in any work area, of environmentally hazardous materials other than those that may be addressed in the drawings and/or specifications, they shall immediately notify the Using Agency representative and Project Manager. Notice shall also be in writing, setting forth any observations/suspicions and requesting instructions. At the same time, the Contractor shall withdraw all of their personnel from the potentially contaminated area.

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**SUBMITTALS**

The Contractor shall refer to the DGS General Conditions for submittal procedures.

Submittals for substitutions are after award only.

**CONTRACTOR'S QUALIFICATIONS**

1. The Contractor shall possess any and all license(s) and insurance required by the State of Maryland and the subdivision in which the project is performed, if applicable. The required license(s) shall be current. All employees utilized by the Contractor to perform work on this project shall each be licensed, as necessary, or covered under the Contractor's licensing appropriately.
2. A copy of the Contractor's current license and certificate of insurance is to be provided to the DGS Procurement Officer and/or Project Manager, if required. The Contractor shall have a minimum of five (5) years of continuous experience performing construction work of a similar nature under the current business license. Upon request, the Contractor shall supply a list of other similar projects which have been completed to the Project Manager for review.
3. The Contractor shall provide laborers and supervisors who are thoroughly familiar with the type of construction involved and the materials and techniques specified.
4. A background check may be required for all workers before any on site work can begin but it is not required for the pre-bid/site visit. Background checks will be conducted by the Maryland Capital Police.

**PROJECT DURATION**

1. The Contractor shall have all project work completed and ready for complete acceptance by the Owner within one hundred eighty (180) calendar days of the Notice to Proceed.
2. The Contractor shall pay **\$550.00/day** in liquidated damages for every day past the due date of the project that the project is not completed.

**WORK HOURS & POINT OF CONTACT**

1. Unless otherwise coordinated and approved in writing by the Using Agency or Project Manager, all work specified within this Contract shall be performed from 7:00 a.m. to 3:00 p.m., Monday through Friday, to coincide with the Maintenance Department's work hours.

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2. The point of contact for the facility is:

John Lawlah  
Acting Regional Manager  
Office of Facilities Management  
Maryland Department of General Services / Multi Service Center  
4990 Rhode Island Avenue  
Hyattsville, Maryland 20781  
[John.Lawlah@maryland.gov](mailto:John.Lawlah@maryland.gov)  
(301) 298-4243 (O)  
(443) 813-2991 (C)

3. The point of contact for DGS is:

Fatma Yilmaz, Project Manager  
Department of General Services  
Office of Facilities Planning, Design, Construction & Energy  
Office: 410.767.4057  
Email: fatma.yilmaz@maryland.gov

### **GENERAL CONDITIONS**

1. The Contractor acknowledges that all information, direction, procedures, etc. provided in the Department of General Services General Conditions for Construction Contracts ("DGS General Conditions") are part of this project specification.
2. Any damage, cutting, or patching caused by the Contractor or his employees or subcontractors to the facility (i.e., building, contents, or grounds) shall be the responsibility of the Contractor and shall be restored to its original condition.
3. Any materials originating from this project that the Using Agency elects not to keep shall be hauled from the site at the Contractor's expense and disposed of in a legal/lawful manner. All materials, supplies, and equipment are subject to inspection and approval of the Using Agency.
4. Throughout the entire project, the Contractor shall schedule and coordinate all work with the Project Manager to minimize disruption to the facility operation.
5. All work shall be performed in the best and most professional manner. Contractors shall maintain the site in a safe, neat, and orderly manner at all times.
6. Contractor shall ensure that a drug, alcohol, and tobacco-free workplace are maintained on the project pursuant to the Governor's Executive Order mandating the same.

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7. The Contractor shall attend a Pre-Construction Meeting before any on site work can begin. Contractor shall attend Project Meeting(s) as requested by the Using Agency and Project Manager per the DGS General Conditions.
8. Security measures under the general direction of the Using Agency and the Maintenance Supervisor shall be observed. In this regard, the Contractor is expected to cooperate fully with the Using Agency to permit the security of the institution to be maintained at all times.
9. Inspector field office is not required

**WARRANTY**

1. The Contractor shall warrant, unconditionally, inclusive of all equipment, materials, and workmanship, for a period of two (2) years, commencing on the date of substantial completion, as determined by the Project Manager:
  - a. That the work contains no faulty imperfect materials, equipment, or any careless or unprofessional workmanship.
  - b. That the Contractor shall correct, repair, or replace with proper work, without cost to the State of Maryland, its agencies, departments, or facilities, any and all work found not to be as guaranteed by this section or otherwise not in conformity with the Contract; the Contractor will make good all damages caused to other work, the structure, and its contents or materials in the process of complying with this section.
  - c. The Contractor shall correct any defects within three (3) working days, as defined by the State, of notification of such defects.
  - d. The Contractor shall provide to the State copies of all manufacturer warranties and product manuals associated with each equipment installed.

**ATTACHMENTS**

The attached drawings for reference only.

Attachment -A Prince Frederick State Office Bldg - AHU

Attachment -B Prince Frederick State Office Bldg Construction Documents